

# Mentorship Application

Professional Learning Mentorships will have access two (2) release days, these can be used by either the mentor or mentee. Additional days may be requested for approval via the Mentorship Committee. This release is to provide mentorship opportunities selected by teachers new to the profession or position. All applications must be received prior to May 31<sup>st</sup>, of any given year, to be considered for approval. *Please wait for approval prior to using release time as funds are limited.* Applicants will be notified if approved. Submit application by fax to 250-756-0188, by email to [info@nanaimoteachers.ca](mailto:info@nanaimoteachers.ca), by SD#68 Courier or by mail to "NDTA Office" 3137 Barons Road, Nanaimo BC V9T 5W4. Please give at least 2 weeks' notice when submitting the application for processing and approval.

MENTORSHIP PARTICIPANT INFORMATION			
#1	Mentee		School
	Phone		Email (not SD68)
#2	Mentor		School
	Phone		Email (not SD68)
<b>Mentee Goal:</b> What are you wanting to focus on? (see back of application form for examples)			
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<b>Action Plan:</b> How are you planning to work together?			
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**NOTE:** All TTOC time must be used by May 31<sup>st</sup> of each year. The NDTA must be informed of release dates before they are taken.

Name: _____	Name: _____
Date	TTOC Time (0.5 (AM or PM), 1.0)

<b>NDTA Office Use Only</b>	
Committee/Officer Authorization:	
Date Received	Date Approved
Date Entered	

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INFORMATION ABOUT POLICIES & PROCEDURES	ACCESSING RESOURCES
<b>Teacher evaluation system</b> <b>Paperwork/deadline</b> <b>Expectations of principal</b> <b>Communicating with parents</b> <b>District policies and procedures</b>	<b>Organizing/setting up classroom</b> <b>Accessing materials &amp; resources</b> <b>Arranging field trips</b> <b>Ordering materials/using library resources</b> <b>Working with support services</b>
WORKING WITH STUDENTS/WELLNESS	MANAGING TIME
<b>Establishing class routines</b>	<b>Organizing my day/week</b>
<b>Motivating reluctant learners</b>	<b>Lesson planning</b>
<b>Maintaining student discipline</b>	<b>Following daily/weekly schedule</b>
<b>Adapting/modifying for individual learners</b>	<b>Attending meetings</b>
<b>Implementing curriculum</b>	<b>Supervising extra-curricular activities</b>
<b>Evaluating student progress</b>	<b>Pro-D opportunities</b>
<b>Student health and wellness</b>	<b>Maintaining personal/professional balance</b>
<b>Personal health and wellness</b>	

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